

## Conduct Military Funeral Honors (MFH) Process: The gravesite funeral services provided to Veterans

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
1	Go to Determine Military Funeral Honors (MFH) Eligibility Process, steps 1-8	<p>Go to Determine Military Funeral Honors (MFH) Eligibility Process: Every Veteran who passes is entitled to a MFH ceremony, steps 1-8.</p> <p>These steps include:</p> <ul style="list-style-type: none"> <li>- Receiving notification of a Veteran's death</li> <li>- Determining Veteran's status</li> <li>- Accessing and logging in to the Reserve Component Management System (RCMS) website</li> <li>- Entering required information about the casualty</li> <li>- Entering required information about the funeral location</li> <li>- Entering the Honor Guard participants information, role, and travel expense</li> </ul>	Please see Determine Military Funeral Honors (MFH) Eligibility Process for more details.	Please see Determine Military Funeral Honors (MFH) Eligibility Process for more details.	Please see Determine Military Funeral Honors (MFH) Eligibility Process for more details.	
2	Contact funeral home	Honor Guard Detail Leader contacts Funeral Director to arrange MFH.	Military Funeral Honors Handbook			
3	Inform Honor Guard Detail of mission date	Honor Guard Detail Leader informs Honor Guard Detail of mission date and details.	Military Funeral Honors Handbook	NGB Form 105		

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4	Complete trip packet	Honor Guard Detail Leader completes trip packet which includes: - Army Ammunition and Explosives (AA&E): the request to obtain required ammunition and explosives for military funeral - Preventive Maintenance Checks and Services (PMCS): the checks, services, and maintenance performed before, during, and after the military funeral - Map to funeral location	Military Funeral Honors Handbook			
5	Report to Armory	Honor Guard Detail Leader and Honor Guard Detail report to armory at the pre-communicated date and time. At this time the team inspects their Ceremonial Blue Uniforms and picks-up appropriate resources.	AR 670-1  Military Funeral Honors Handbook			
6	Sign-out appropriate resources	Honor Guard Detail Leader and Honor Guard Detail signs out appropriate resources in preparation for the funeral (i.e. Bugle, GSA vehicles, rifles, ammunition).	Military Funeral Honors Handbook			
7	Contact Funeral Director	On the day of the funeral, the Honor Guard Detail Leader calls the Funeral Director to confirm funeral arrangements.	Military Funeral Honors Handbook			
8	Arrive at gravesite	Honor Guard Detail Leader and Honor Guard Detail arrives at gravesite in preparation for the funeral.	Military Funeral Honors Handbook			
9	Recon gravesite	Honor Guard Detail Leader and Honor Guard Detail locate where the Bugler will be playing 'Taps' and where the Honor Guard Detail will be standing and talk to the grounds keeper if there are any problems. Honor Guard Detail Leader and Honor Guard Detail practice to ensure everyone is aware of their duties.	ARNG Honor Guard Training SOP			

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10	Greet hearse and present arms	Honor Guard Detail Leader and Honor Guard Detail greet the hearse, call to attention, and present arms to the casket as a sign that the funeral is going to commence.	ARNG Honor Guard Training SOP			
11	Move casket from hearse to ceremony location	Honor Guard Detail moves the casket from the hearse to the ceremony location.	ARNG Honor Guard Training SOP			This only occurs with a nine or 21 member Honor Guard Detail.
12	Secure flag	Honor Guard Detail Leader and Honor Guard Detail secure the flag and ensure the flag is stretched out, leveled, and centered on the casket.	ARNG Honor Guard Training SOP			This only occurs with a nine or 21 member Honor Guard Detail.
13	Perform ceremony	Chaplain performs the gravesite ceremony. Depending on religious affiliation, the Family of the deceased may request another clergyman to officiate in lieu of a military Chaplain. A civilian clergyman can conduct all religious elements of a military funeral.	AR 600-25 ARNG Honor Guard Training SOP FM 3-21.5			Regulation, AR 600-25 (Salutes, Honors, and Visits of Courtesy), does not require that a clergyman be present for a three Soldier detail.  AR 600-25 (Salutes, Honors, and Visits of Courtesy) outlines that a team may be composed two or nine man honors.  Technician Chaplains who are a part of the honors team, in order to serve on the team may: use administrative leave, take vacation leave (one day stipend pay), or volunteer to be apart of the team.

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14	Soldier eligible to receive rifle volley?	Depending on the Soldier's status, the Soldier may be eligible to receive a rifle volley.	AR 600-25			A Soldier who dies while on active duty receives a four member rifle team. A Soldier who is Killed in Action (KIA) or has a rank of E9 or O6 and above receives an eight member rifle team. A Veteran does not receive a rifle team.
15	Perform rifle volley	Honor Guard Detail performs the rifle volley. The number of participating Honor Guard Detail members is Soldier's status.	ARNG Honor Guard Training SOP FM 3-21.5			
16	Present arms	Honor Guard Detail presents arms before the playing of 'Taps.'	ARNG Honor Guard Training SOP FM 3-21.5			
17	Bugler plays 'Taps'	Bugler plays 'Taps.'	ARNG Honor Guard Training SOP FM 3-21.5			
18	Execute order arms	At the conclusion of 'Taps,' Honor Guard Detail executes order arms.	ARNG Honor Guard Training SOP FM 3-21.5			

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19	Fold flag	Honor Guard Detail folds the flag. When the flag is properly folded, the Honor Guard Detail passes the flag to the Honor Guard Detail Leader.	ARNG Honor Guard Training SOP FM 3-21.5			If a Casualty Assistance Officer (CAO) is present, the Honor Guard Detail may also pass the flag to the CAO to present the flag to the next of kin (NOK).
20	Present flag to next of kin (NOK)	Honor Guard Detail Leader presents the flag to the NOK. To secure the flag, the Honor Guard Detail Leader places their right hand on top of the flag and places their left hand on the bottom.	ARNG Honor Guard Training SOP FM 3-21.5			If present, the CAO may present the flag to the NOK.
21	March off	Honor Guard Detail Leader and Honor Guard Detail wait until the NOK is ready to leave the gravesite to march back to the car.	ARNG Honor Guard Training SOP FM 3-21.5			
22	Travel back to armory	Honor Guard Detail Leader and Honor Guard Detail travel back to armory.	Military Funeral Honors Handbook			
23	Conduct outbrief	Honor Guard Detail Leader and Honor Guard Detail complete an After Action Report (AAR). This is not an official form and can be done verbally. The purpose of the AAR is to report any problems to the lowest level and to ensure the problem is fixed in a timely matter. If the AAR is written, the AAR is given to the State Coordinator and is kept for two years for historical purposes.				

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24	Go to Input New Military Funeral Honors (MFH) Mission into TAPS Database Process, steps 39-59	<p>Go to Input New Military Funeral Honors (MFH) Mission into TAPS Database Process: To track mission output within a State using the Tribute Assistance Planning Service (TAPS) database, steps 39-59.</p> <p>These steps include:</p> <ul style="list-style-type: none"> <li>- Updating any changes to participants roles</li> <li>- Completing and sending necessary forms</li> <li>- Soldier receiving payment and retirement point computation</li> </ul>	Please see Input New Military Funeral Honors (MFH) Mission into TAPS Database Process for more details.	Please see Input New Military Funeral Honors (MFH) Mission into TAPS Database Process for more details.	Please see Input New Military Funeral Honors (MFH) Mission into TAPS Database Process for more details.	